



CHARITY PROJECT PROTOCOL

This charity project protocol is a structured plan that outlines how a charitable project of the Alberta International Charitable Society (AICS) will be designed, implemented, monitored, and evaluated. It ensures transparency, accountability, and effectiveness in achieving social goals. The following provides a summary of the different aspects AICS follows for its project.

1. Project Title: Name of the charity project that is indicative of the activities, i.e., support of 10 orphans of the ABC orphanage.

2. Background and Rationale: Before the approval of a project, the proponent must present the following to a Board member, and eventually, the Board member to the Board in a meeting for final approval.

- The specific problem to be addressed
- Alienation of the project from the AICS objectives
- Include data or context to offer ample justification (e.g., poverty, food insecurity, lack of education, etc.)
- Explanation of why the project is necessary
- Consequences of inaction: what happens if the project is not approved

3. Objectives: A project may have a general or broad objective, i.e., improving the education of the underprivileged. However, it must have specific, achievable, measurable, and time-bound objectives. For example, the specific purpose of this project is to provide financial support for 10 orphans to help them graduate from elementary school. The funding is contingent upon the successful progress of each orphan student.

4. Target Beneficiaries: The project proposal must clearly identify who the beneficiaries are. What are their age, incomes, locations, and other qualifications? How long will they receive benefits, and at what point will they become ineligible for support?

5. Project Activities: The project activities include the role of each person connected to the project. For example, what will be the role of the Board member in proposing and monitoring the project, the roles of the receiving institutions and their officials, how progress will be measured, at what frequency the report must be provided, at what frequency the funds will be released, etc.



6. Implementation Plan: This should include the detailed methodology of implementation of a particular project, including the timeline, the responsible person or position with their compensation, time frame, etc.

7. Budget: The project should have a detailed budget, containing its expenditures in supplies, services, salaries, transportation, administration, etc. It must clearly specify the amounts from AICS and from other sources (donations, grants, own fundraising, sponsorship, etc.).

8. Monitoring and Evaluation: Under this heading, there must be a clear indication of how the progress will be tracked, how funds will be used and monitored, at what frequency, etc. Evaluation methods can be surveys, periodic reports, and impact assessments by the officers responsible for monitoring.

9. Risk Management: All projects must identify potential risks and present methods of remedies. The risks can include insufficient funding, low participation, poor achievement, logistical issues, and mismanagement of funds. There shall be a clear description of how such risks are mitigated. All expenses must be transparent, for the intended purpose of the project only and for the targeted individuals only, while maintaining the individual privacy of all recipients.

11. AICS's Control Over the Project: AICS must have control over all its funding to ensure that the funding is used for its intended purpose. One way to do that is to release funds in a periodic manner. For example, once AICS receives a satisfactory quarterly report, funds for the subsequent quarter are released. At any point, if AICS is not satisfied with the project outcome, it reserves the right to stop or pause funding.

12. Reporting and Communication: The mode of communications between AICS and the support recipients must be clearly specified. The frequency of communications, especially reports to AICS, must be documented. AICS provides a template for the reporting format to the support recipients so they can provide appropriate reports. It should also record the final report's due date.

13. Sustainability Plan: The project proposal must include a sustainability component with the potential for long-term, recurrent, and inter-generational benefits.

14. Information cycling: AICS and the field people shall maintain periodic communication, preferably once every three months. More frequent communication is better.